

## Agreement for Use of Shoreline Student iPads

### District Policy Regarding Student iPads

- The Apple iPad that you will be issued is the property of Shoreline School District, and is made available to you as a tool for learning.
- Shoreline has established Apple iPad usage standards which cover procedures and requirements for using the device.
- Like textbooks and other school property, an Apple iPad is assigned to the student and **MUST** be returned to the District at the end of the school year or upon withdrawal or transfer.
- Before being issued an Apple iPad, students and their parent/guardian must attend an orientation session (if required by the school) and understand what is expected relative to the use of the iPad. An agreement – signed by both student and parent/guardian – to comply with the District’s iPad rules and regulations is required before an iPad will be issued to a student.
- The use of an iPad is a privilege that can be revoked. Inappropriate use or neglect of an iPad can result in limits to or loss of use of the iPad.
- It is the expectation that students will bring the iPad to school each day unless instructed otherwise.
- Students are not permitted to sync the iPad with a personal computer or “jailbreak” the device to alter the configuration or functionality that has been established by the district.
- Students must not leave the iPad unattended at any time while at school or must follow all school procedures for securing unattended iPads when necessary (athletic activities, etc.). **Loss/theft of an iPad due to neglect is not a valid insurance claim and full replacement cost will be charged to the student.**
- The student is responsible for bringing the iPad to school with a **full battery charge each day.**
- The iPad comes pre-loaded with the all software you will need for your classes. Students are not allowed to uninstall or modify any application or the operating system in anyway. Installation of apps by students is permitted, but with the expectation that these are primarily for educational purposes rather than entertainment and/or amusement. The district reserves the right to remove or disable any student-installed apps if they are judged to be inappropriate or interfere with the learning process,
- File-sharing, including downloading music, or any other activity that violates copyright laws is not permitted. Any music or other commercial files installed on the iPad must be legally owned by the student user.

## General Handling and Required Care of the iPad

- Student and Parent/Guardian will be charged for any damage resulting from abuse or mishandling, or loss of an Apple iPad due to neglect (*the required insurance coverage limits liability to \$100 deductible in the case of theft or accidental damage*). A police report is required for any stolen iPad.
- **Do not mark the Apple iPad in any way** with markers, stickers, etc. Each Apple iPad is labeled with a district identification barcode. Do not remove this sticker.
- The iPad must remain in the district-provided case at all times. Any damage resulting from failure to use the required case will result in fees being assessed for the full cost of repairs.
- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the Apple iPad.
- Do not eat or drink near the Apple iPad. There should never be any food or drink around the iPad. **Damage due to spilled substances will not be covered by insurance and student will be responsible for full repair cost.**
- Store your Apple iPad computer in an appropriate protective sleeve when not in use. Excessive scratches and scuffs to the iPad exterior can result in repair fees assessed to the student.
- Make sure hands are clean before using the iPad – the glass screen should be regularly wiped clean with a dry clean soft cloth – microfiber cloth is recommended but any soft cotton fabric will work. Please do NOT use commercial liquid or spray cleaners on the iPad screen.
- When charging cable needs to be connected, be sure to line it up correctly when inserting and removing. Students are responsible for damage to the charger port or connector pin resulting from mishandling.
- If you have problems with your iPad, stop using the device and ask your Computer Technician or a teacher for help.

## Internet Rules and Expectations

- Shoreline's Acceptable Use Agreement must be followed at all times. (see attached form 2314P)
- Any inappropriate web or email activity can result in loss of the Apple iPad privilege. The use of proxy servers is strictly forbidden and is a violation of the district's network policy.
- If you unintentionally link to an inappropriate web site, report it to your teacher immediately so that district officials can remove access to the site.
- All activity conducted on the Shoreline Internet/Network is monitored and can be tracked/traced. All use of the Internet/Network should be to further the student's education and enrich the student's educational resources.

## Parent Information

- The iPad is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way that would compromise access by the student.
- Parents are responsible for supervising student Internet use while at home; the filtering services we implement on the district network do not transfer to home use. Parental control software can be installed upon parent request to limit access to the Internet – schools will be providing specific information on how to request this service.
- Parents should monitor the use of the computer at home to ensure that its primary function is academic and that students are completing assigned school work rather than excessive gaming, chatting, etc.
- Use of Internet resources – including online curriculum content purchased by the district – will be an integral part of the learning activities in your child's classes. If you have reservations or objections about your child having access to the Internet while at school, please contact your school administration to discuss the matter.

### 2011-2012 Addendum to iPad Agreement

This document is an addendum to the full iPad agreement presented above. It includes a number of clarifications about expectations regarding use of district iPads and conditions affecting insurance coverage and school disciplinary action. While the vast majority of our students take exceptional care of their district-issued computers, this document became necessary after an analysis of loss/damage data as well as feedback from parents and staff in the laptop surveys conducted between 2007 and 2010. The data indicate that a significant portion of damage and theft incidents resulted from behaviors that were counter to the terms of the laptop agreement and school guidelines for proper care and handling. In addition, the majority of concerns regarding the laptop program were directly related to inappropriate use of the laptops that was in clear violation of the acceptable use agreement. A reduction in these types of incidents is essential if the iPad program is to be financially sustainable and educationally successful. We are confident that this is an attainable goal and hope that the additional information provided below will help clarify the intentions of the original iPad agreement.

#### **Insurance – Burglary/Robbery/Theft:**

Coverage includes Burglary/Robbery/Theft that involves a break-in, force, or is otherwise unavoidable despite exercising due diligence. Leaving the iPad unattended, failing to secure it per school recommendations, leaving it in an unlocked car, leaving it on the bus, etc. do NOT qualify as a legitimate claim for theft. These and similar situations are classified as loss through negligence and would result in the replacement cost (approx. \$500) being assessed to the student.

#### **Insurance – Accidental Damage:**

Includes damage resulting purely by accident despite following all guidelines for care and handling of the iPad. The following are not considered to be accidental damage and are not covered by insurance:

- damage caused by liquid/beverage spills (liquids near iPads are explicitly prohibited per iPad Agreement)
- excessive scratches/wear to iPad exterior caused by failure to regularly use a protective case (use of case is required per the iPad Agreement)
- intentionally marking, defacing, and/or abusing the iPad (amusement, anger, frustration, etc.)
- damage caused by tampering with hardware components or operating system (i.e. jailbreaking) to alter district configurations

#### **Multiple Incidents:**

- multiple damage/theft claims – especially if lack of due diligence is evident – could result in an escalation of deductible fees, assessment of full repair cost, or restriction of take-home privileges

**Enforcement/Consequences:** will vary according to infraction, but may include any or all of...

- school discipline code for minor infractions
- loss of privileges or increased daytime controls
- loss of computer for period of time
- suspension/expulsion – serious or repeated offense

#### **Outstanding Deductibles:**

- To allow for timely processing of insurance claims, prompt payment of deductibles is expected.
- If an extension or partial payment plan is requested by the family, the request should be made within one week of the notice being received.
- Loaner iPads cannot be issued until the deductible has been paid or other arrangements for payment have been made with school officials.
- Full or partial scholarship requests for deductibles or other fees (i.e. power adapter) will only be considered for families qualifying for scholarship assistance with the initial iPad fees, or in cases where school officials determine that extraordinary circumstances exist.

**Date:**  
**Shoreline School District**  
**18560 1<sup>st</sup> Ave. NE**  
**Shoreline, WA 98155**

**iPad Release Form**

Please check off to confirm that you received each of the following on (date of distribution):

- 1 iPad                      Barcode #: \_\_\_\_\_
- 1 AC Power Adapter
- 1 CaseCrown (Black) Folio-style case

All items—excluding the iPad sleeve—must be returned by a specified date in June. I understand that I will be charged for any missing equipment or cables.

- I have read the Shoreline iPad Usage Standards and Addendum.
- I agree to comply with the Shoreline Acceptable Use Policy.
- I understand that I may lose my iPad privileges as a result of my inappropriate behavior, and may be financially responsible for intentional damage or avoidable loss of any District Apple iPad.

Student - Print your name here:

Signature and date here:

\_\_\_\_\_, 2011

I have read the Shoreline iPad Usage Standards, Addendum, and Acceptable Use Policy for Internet/Network Services (Board Policy 2314P).

- I understand the procedures and requirements to which my student must comply, including the Shoreline Acceptable Use Policy.
- I accept responsibility for any damage or neglect that may result from my student using the Apple iPad, which may result in monetary charges.
- I understand that my student may lose his/her iPad privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any District iPad.

Parent/Guardian - Print your name here:

Signature and date here:

\_\_\_\_\_, 2011

Current Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

<b>For District Use Only:</b>	
<b>Technology Fee Payment:</b>	
<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card
<input type="checkbox"/> Cash	<input type="checkbox"/> Money Order/Cashier's Check
<input type="checkbox"/> Scholarship Pending (circle one):	<i>Full      Partial</i>
<input type="checkbox"/> Other (specify: _____)	